USAID Contraceptive Procurement Guide 2005

DELIVER
DELIVER, a five-year worldwide technical assistance support contract, is funded by the Commodities Security and Logistics Division (CSL), Office of Population and Reproductive Health (PRH), Bureau for Global Health (GH), U.S. Agency for International Development (USAID).

Implemented by John Snow, Inc. (JSI), (contract no. HRN-C-00-00-00010-00), and subcontractors (Manoff Group, Program for Appropriate Technology in Health [PATH], Social Sectors Development Strategies, Inc., and Synaxis, Inc.), DELIVER strengthens the supply chains of health and family planning programs in developing countries to ensure the availability of critical health products for customers. DELIVER also provides technical support to USAID's central contraceptive procurement and management and analysis of USAID's central management information system (NEWVERN).

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Abstract
The *USAID Contraceptive Procurement Guide 2005* is an annual publication of current contraceptive ordering procedures for Missions. It includes (1) USAID contraceptive ordering procedures (2) guidance on how to use logistics data and forecasts to calculate contraceptive requirements and (3) a catalog of contraceptives provided by USAID.

DELIVER
No Product? No Program. Logistics for Health

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Acronyms

AIDS	acquired immune deficiency syndrome
BOYS	beginning of year stock
CA	USAID cooperating agency
CCP	Central Contraceptive Procurement
CSL	Commodities Security and Logistics Division, Office of Population and Reproductive Health, Bureau of Global Health, USAID
CPT	Contraceptive Procurement Table
CY	calendar year
CP	Congressional Presentation
DEOYS	desired end of year stock
EOYS	end of year stock
FY	fiscal (financial) year, October 1–September 30
LMIS	logistics management information system
MAARD	Modified Acquisition and Assistance Request Document
NGO	nongovernmental organization
OYB	Operating Year Budget
STI	sexually transmitted infection
USAID/W	U.S. Agency for International Development/Washington
UNFPA	United Nations Population Fund

Terms

consignee	Organization that will receive a shipment of contraceptive commodities.
DELIVER	A worldwide technical assistance support contract, funded by the Commodities Security and Logistics Division (CSL), Office of Population and Reproductive Health, Bureau of Global Health, U.S. Agency for International Development (USAID).
NEWVERN	CSL's automated contraceptive order, processing and financial management system.
minimum	The level of stock at which actions to immediately replenish inventory should occur under normal conditions.
maximum	The level of stock above which inventory levels should not rise under normal conditions.
PipeLine	Pipeline monitoring and procurement planning software developed and distributed by DELIVER for USAID.

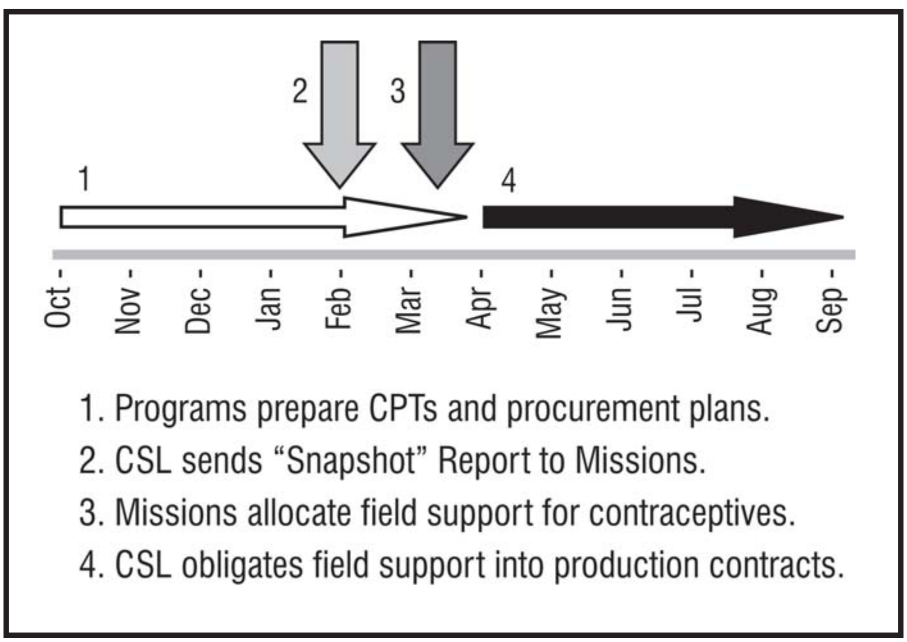
I. USAID Funding and Contraceptive Procurement Procedures

Central Contraceptive Procurement Timeline

In order for the Commodities Security and Logistics Division (CSL) to plan procurement to meet program needs, Missions should determine the quantities of contraceptives they expect to order and the level of funding they will need to allocate in a timely manner.

Ideally, the 2005 CPTs should be done between October 2004 and March 2005, and should include a procurement plan for changes in contraceptive orders for calendar year (CY) 2005 and new orders for 2006. In early 2005, CSL will review the forecast information provided in the Mission's CPTs and propose the funding level needed to supply the contraceptives proposed in the CPTs, taking into consideration the Mission's contraceptive account balance. In February 2005, CSL will send this information to Missions in the annual "Snapshot" Report. Missions have time to review the Snapshot Report and allocate field support for central contraceptive procurement by the end of March, based on CPTs, Snapshot Report, and knowledge of programs. Once CSL knows the value of FY2005 field support or other funding that Missions plan to provide, they use CPTs to determine global quantities needed in CY2006, and can obligate funds into production contracts (see figure 1).

Figure 1. *USAID Contraceptive Procurement Timeline*



Transferring Required Funds

All funding requests for shipments through calendar year 2006 (CY2006) must be submitted to the central contraceptive procurement system during fiscal year 2005 (FY2005). This will give the Commodities Security and Logistics Division (CSL) enough time to set production levels for CY2006 and to plan the obligation of funds.

Missions provide funds for contraceptive procurement through any mechanism permitted by reengineering. Funds already obligated by Missions (MAARD funds) can be provided under the conditions outlined in section II. Direct all funds for contraceptive procurement to the Central Contraceptive Procurement Project, 936-3057. Missions that provide funding for contraceptives, including field support funding, should advise CSL by email of their funding source and how funds will be transmitted.

Operating Year Budget Transfers and Requests for Field Support

Contraceptive Procurement Table (CPT) analysis provides each Mission or Bureau that requires contraceptives with estimates of their product-related Operating Year Budget (OYB), and Congressional Budget Justification (CBJ) funding requirements for contraceptive procurement. Collectively, CPTs enable CSL to estimate overall procurement levels and to plan contracting actions, ensuring the continuous flow of shipments to programs supported by Missions and Bureaus. *Each Mission or Bureau is responsible for ensuring* that the funding levels derived from CPTs are consistent with their overall availability of funds and the funds budgeted for contraceptives in related projects.

Annually, CSL will also advise Missions of the surcharge percentage they will be assessed to cover system costs, including–

- Inland transportation to the USAID warehouse and warehousing of USAID products.
- Quality assurance monitoring and independent quality surveillance of contraceptive manufacturers.
- Management and maintenance of the central contraceptive procurement database (NEWVERN).

The surcharge is a percentage of the total value of the commodities, adjusted annually based on actual charges. The surcharge value must be included in the funds transferred to CSL each year, and is charged to the Mission for each shipment made. The charge is reflected in the Mission's Statement of Contraceptive Account.

> To calculate FY2005 funding, add 5.5 percent surcharge to the total commodity value for new contraceptive shipments. Refer to the *Contraceptive Product Catalog 2005* for USAID-supplied contraceptives and unit prices.

Missions and Bureaus need to take the following actions for FY2005 field support funding:

1. Confirm funding levels.

Review funding estimates for contraceptive procurement based on the last CPT. CSL may ask you to clarify any revisions. Funding estimates must include the cost of contraceptives, freight, and surcharge.

The surcharge percentage for CY2005 and CY2006 shipments is 5.5 percent.

2. Consider current contraceptive account balance.

Review your current contraceptive account balance before calculating funds needed for new contraceptive shipments. Look at the account balance after all shipments are scheduled to ship through the end of CY2006, and adjust your FY2005 funding as needed.

3. Make funds available for contraceptive procurement.

Take the steps required to make funds available for central contraceptive procurement, either through the field support funding mechanism or through a MAARD (for funds obligated by the Mission). To enable CSL to plan central programming and procurement actions, advise CSL of the prospective funding level and when funds will be available.

When funding is available, it is *CSL's responsibility* to work with the Office of Procurement to complete the procurement process and accurately record the obligations and subsequent disbursement of funds.

It is CSL's responsibility to—

- Record the level of funding provided and the cost of all shipments.
- Ensure that all relevant regulations and policies are observed when making procurement decisions (for example, Brooke Amendment restrictions, funds account restrictions on eligible countries, etc.).
- Contract for production and shipping services to ensure the timely and safe arrival of requested shipments.
- Transmit a quarterly Statement of Contraceptive Account to controllers and population officers to report overall balances and transactions during the previous quarter. You may also view your Statement of Contraceptive Account on-line at *deliver.jsi.com/newvern*.
- Provide reports that show attributions and expenditures to countries that receive shipments.
- Maintain overall accounts for funds used to procure the services included under system costs—warehousing, quality assurance, and management information system (MIS) services.

Use of Funds Obligated at the Mission Level (MAARD Funds)

To simplify procurement and accounting, the central contraceptive procurement system uses a pool of previously unobligated funds to fulfill contract obligations. However, funds obligated at the Mission level may be used for contraceptive procurement when the following conditions apply:

- The originating results package completion date is at least 12 months after the date when CSL has access to the funds.
- All the previously obligated funds designated for contraceptive procurement are available in one action.
- U.S. Agency for International Development/Washington (USAID/W) is designated as the office authorized to pay vouchers against the purchase.
- Contraceptive orders are transmitted separately from the funding action.
- The authorized use of funds is consistent with their use in all centrally managed contraceptive contracts.

The following language satisfies this condition:

The Office of Population and Reproductive Health (PRH) is authorized to attribute these funds for the procurement of all major contraceptives and condoms for HIV/AIDS under the operating procedures of Central Contraceptive Procurement. Specific Mission requirements will be transmitted in a separate document. The Mission will pay the charges incurred by the use of these funds in contraceptive and condoms contracts, as indicated by PRH. PRH will advise the Mission regularly of the value of the shipments provided, the related charges against the funds provided by the Mission, and the unused funds balance available to the Mission for procurement requests.

Commodity Fund (CF) and FY2005 Funding

Condom availability and use in most countries is inadequate, especially for those most at risk. The Commodity Fund (CF) helps to fill this important gap. The CF received $27.8 million in FY 2004 to centrally fund condoms for HIV/AIDS and to ensure their expedited delivery to countries during CYs 2004 and 2005. The CF is intended to increase condom availability and use by making condoms for HIV prevention free of charge to Missions to expand access to HIV/AIDS condoms, according to CF resource availability and the program need, as indicated below. It is expected that these condoms will be additive to country programs and expand HIV/AIDS activities, and that Missions will not swap condom provision responsibilities with other donors such that availability and use remain unchanged. Missions with questions regarding male condoms should correspond directly with Bonita Blackburn (GH/PRH/CSL). Missions with questions concerning female condoms should correspond directly with Doris Anderson (GH/PRH/CSL) and Nancy Lowenthal (GH/OHA).

Please note: The FY 2004 CF level has been held flat at the FY 2003 funding level and we are anticipating similar funding in FY 2005. However, The President's Emergency Plan for AIDS Relief (PEPFAR) Focus Countries are being required to include condoms for their HIV programs as an activity/budget line item in their country operational plans (COPs). Focus Countries will need to budget and pay for the condoms they need, and will not be eligible to obtain condoms free of charge from the CF; Focus Countries are expected to provide funds for condoms to USAID's centralized procurement mechanism (CCP; 936-3057). Non-Focus Countries will continue to be able to request condoms for free from the CF as in FY 2004. Both Focus and Non-Focus Countries should follow the same ordering procedures as in FY 2004.

Because we anticipate that the FY2005 CF funding level will be similar to the funding level in FY 2004, any Non-Focus Country whose HIV ABC prevention activities require significantly more male or female condoms in CY 2005 than were centrally funded in CY 2004, may need to budget and pay for the fully-loaded cost of the additional condom quantities.

Mission annual needs for condoms change as programs launch, expand, focus, etc. To manage the total CF funding available as well as USAID condom production contracts to the maximum benefit of all Non-Focus Missions, it would help if Missions would advise Bonita Blackburn of any revisions to their best estimate of condom quantities needed by their programs in CY 2005.

If a Mission believes that it is unable to obtain the total quantity of needed condoms via the CF, its own resources or those of other partners, please let us know. There may be some flexibility on a country-by-country basis to assist in a limited way. Missions should not reduce orders due to funding constraints at this time. Please let us know what your program needs and what your constraints are.

If a Mission anticipates that significantly increased quantities will be needed to meet program needs during CY 2005, it would be prudent to begin seeking alternative sources of supply for that increase now. There is a long lead-time in this process of obtaining supplies from other sources and there is not much planning time left if additional supplies are needed for delivery in CY 2005. Please let us know how we can assist you in this effort.

Ordering Contraceptives

The completion and submission of a CPT *does not*, by itself, result in an order for contraceptives in USAID's Central Contraceptive Procurement (CCP) system. The orders resulting from the CPTs are not processed until CSL receives your order email.

Completed CPTs include a proposed shipping schedule for the commodities needed. After approving the CPTs, the Mission should check the current contraceptive account balance to determine the total additional funding needed. Funding should cover the value of all new shipments, as well as any shortfall for existing shipments. The Mission must send a contraceptive order e-mail to the country backstop at CSL.

To order contraceptives, send an order to the attention of your country backstop at CSL, *by email*.

If you don't know the name of your country backstop, send the order to the CSL Division Chief, Mark Rilling. CSL will acknowledge receipt of your order within one week.

A complete order contain(s) the following information:

- Product being requested
- Quantity being requested
- Anticipated arrival date
- Mode of shipment
- Recipient information
- Instructions about any deviations from standard shipping instructions

See figure 2 for an example of a contraceptive order email attachment.

> **Note:** Submission of CPTs does not initiate order entry or shipping. The shipment ordering process does not begin until CSL receives the order by email. *If a Mission or Bureau requires that you use cables for your orders, you must still send CSL an email copy of the order.*

Lead-time: Since most sea shipments take two to three months, and CSL needs time to process your order and assemble your commodities, try to order *at least six months* before the needed arrival date. We try to respond to shorter lead times, but you are more likely to receive what you need, when you need it, if we have more time.

Figure 2. *Sample Contraceptive Order Email*

FOR: GH/PRH/CSL, Mark Rilling or Country Backstop
SUBJECT: Population order for contraceptives
USAID/Capital City requests CSL to arrange shipments of the following contraceptives.

1. Contraceptive Shipping Information:

A. Recipient

Social Marketing Program

CONTRACEPTIVE	QUANTITY	DATE TO ARRIVE IN COUNTRY
Depo-Provera® Injectable	20,000	4/30/2006
Depo-Provera® Injectable	40,000	9/30/2006
52 mm non-colored Panther condom	3,000,000	9/30/2006
Duofem	300,000	9/30/2006

Send all shipments to:

Dr. Luis Lopez, Director
Social Marketing Project
Largo Street No. 10
Capital City, Country
Phone: 555-3-555-000

Mark Cartons:

Dr. Luis Lopez, Director
Social Marketing Project
Largo Street No. 10
Capital City, Country
DONATION:NO COMMERCIAL VALUE

Special Instructions:
Ship by air. Ship door-to-port. Donation Certificate required.

Document distribution:

a. PHN Officer
USAID/Capital City
Largo Street No. 12, USAID Building
Capital City, Country

b. Consignee

2. Source of Funding:

USAID/Capital City FY 2005 field support funds transferred to Central Contraceptive Procurement (CCP) account for CY 2005 and CY 2006 contraceptive requirements.

Cost Summary:

Product	Quantity	Unit Cost $	Cost $	Surcharge $	Freight $	Total
Depo-Provera®	60,000	1.0300	61,800	3,399	17,820	83,019
Panther condoms	3,000,000	0.0495	148,500	8,140	54,000	210,640
Duofem	300,000	0.2288	68,640	3,775	22,950	95,365
Total	N/A	N/A	278,940	15,314	94,770	389,024

Note: If you know that the information on file is correct, you may replace the specific shipping instructions with the following text: **Use consignee, marking information, and document distribution list currently on file in NEWVERN.**

The cost summary table is optional.

Contraceptive Registration

In countries with registration laws, each contraceptive ordered by a Mission must comply with the country's regulations for the registration of imported contraceptives. Registration of a contraceptive must be approved before you send your order for a specific contraceptive. If an order email requests a contraceptive for the first time, CSL requires a statement from the Mission that the product is registered or that local laws do not require registration.

Monthly Cables

Orders are entered when CPTs and the accompanying order email are received and approved by CSL. After orders are entered, CSL will send regular monthly cables with information about pending contraceptive shipments for recipients in your country. The cables include sections listing–

- Orders scheduled to ship in the next six months.
- Shipments that have departed and are awaiting receipt confirmation.
- Notification of shipments that shipped 12 months ago for which shipment status has not been obtained.
- Shipments to your country charged to other agencies or cooperating agencies (CA).

Unless the Mission responds otherwise, 12-month-old shipments will be marked received-in-full on the estimated receipt date.

See figure 3 for a sample of a *monthly cable*.

For a full explanation of the Tiahrt Amendment, please contact USAID or JSI/DELIVER.

Find shipment and contraceptive account balance information at deliver.jsi.com/newvern.

Figure 3. *Sample Monthly Cable*

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AID/GH/PRH/CSL:MRILLING:NVRN
10/31/04 712-0876
AID/GH/PRH:MNEUSE

AID/AFR/SD:HDEMPSEY (INFO)
AID/AFR/ESA:TLOFGREN (INFO)


ROUTINE          CAPTIAL CITY

ROUTINE          CDC ATLANTA


AIDAC FOR CDC IN ATLANTA FOR TIM JOHNSON

E.O. 12958: N/A

TAGS:

SUBJECT: POPULATION - CONTRACEPTIVE SHIPMENTS SCHEDULED

THIS CABLE IS THE REGULAR MONTHLY REPORT OF PENDING
CONTRACEPTIVE SHIPMENTS FOR USAID SUPPORTED RECIPIENTS IN
COUNTRY NAME. IT REPRESENTS INFORMATION ON RECORD IN
GH/PRH/CSL AS OF 10/31/04

PLEASE NOTE THAT THE FY1999 APPROPRIATION ACT ESTABLISHES
NEW STATUTORY REQUIREMENTS FOR VOLUNTARY FAMILY PLANNING
PROJECTS, KNOWN AS THE TIAHRT AMENDMENT. THE REQUIREMENTS
APPLY TO FY1999 AND SUBSEQUENT DEVELOPMENT ASSISTANCE
FUNDS. PLEASE ENSURE THAT THE PROJECTS RECEIVING
CONTRACEPTIVE SHIPMENTS COMPLY WITH THE TIAHRT
REQUIREMENTS.

1. FUTURE SHIPMENTS - REQUESTED OR SCHEDULED FOR SHIPMENT
ON OR BEFORE 04/30/2005

ESTIMATED TRANSIT TIME TO PORT OF ENTRY:

        3 MONTHS (SEA)        1 MONTH (AIR)

FYI: CSL MAY CHANGE THE SHIPMENT MODE FROM SEA TO AIR ON
SMALL SHIPMENTS IF THIS PROVES TO BE MORE COST EFFECTIVE OR
PRACTICAL. END FYI.

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RECIPIENT
      EST.     DESIRED
PROD  SHIP        SHIP    SHIPMENT   SHIP              SHIP
CODE  DATE        DATE    QUANTITY   VIA      SHIP ID  CODE
--------------------------------------------------------------
MOH
LFMP  09/30/04 09/30/04    750,000   SEA     12819/2  D
52NX  09/30/04 07/30/04     48,000   AIR     12826/15 D,L
52NX  03/31/05 03/31/05 6,000,000   SEA     12579/2  OK

SHIPMENT CODE FOOTNOTES
D - THIS SHIPMENT HAS NOT SHIPPED. IT IS EITHER AWAITING
    IMPORTATION APPROVAL FROM THE HOST COUNTRY OR IS
    AFFECTED BY PRODUCTION DELAYS.

L - CSL WAS UNABLE TO SCHEDULE THIS SHIPMENT ON THE DATE
    REQUESTED DUE TO LACK OF SUFFICIENT PRODUCT ON THAT
    DATE. SHIPMENT WILL BE RESCHEDULED IF PRODUCT BECOMES
    AVAILABLE.

PRODUCT   CODE KEY
CODE      DESCRIPTION
--------------------------------------------------------------
52NX      52MM NO LOGO CONDOM
LFMP      LO-FEMENAL

2.  SHIPMENTS AWAITING RECEIPT CONFIRMATION

A.  THE FOLLOWING SHIPMENTS MADE WITHIN THE PAST TWELVE
    MONTHS ARE STILL AWAITING MISSION ACKNOWLEDGMENT OF
    RECEIPT. PLEASE CONFIRM RECEIPT WITH CSL AS SOON AS
    POSSIBLE.

RECIPIENT
  PRODUCT
--------------------------------------------------------------
MOH
52MM NO LOGO CONDOM         QUANTITY:   3,570,000
ID: 12826/2 MODE: SEA     SHIP DATE:    07/11/04
            P.O.: NV2459        ETA:    10/18/04
            BOL : POCLNOB00401
            CARRIER: P&O CARRIERS
            VESSEL: WEC ROTTERDAM V0147

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B. SHIPMENTS MADE PRIOR TO 10/31/2003

ACCORDING TO OUR RECORDS, MISSION HAS NOT ACKNOWLEDGED
RECEIPT OF THE FOLLOWING SHIPMENTS. THIS IS YOUR LAST
CHANCE TO UPDATE CSL RECORDS. IF YOU DO NOT ADVISE CSL OF
DISCREPANCIES WITHIN TWO WEEKS OF RECEIVING THIS CABLE, WE
WILL UPDATE OUR RECORDS TO SHOW THAT THESE SHIPMENTS WERE
RECEIVED IN FULL.

RECIPIENT
PRODUCT
---------------------------------------------------------
PSI
52MM BLUE GOLD CONDOM       QUANTITY: 3,570,000
ID: 12826/8  MODE: SEA      SHIP DATE: 10/11/03
             P.O.: SWHS-4489      ETA: 12/29/03
             BOL : POCLNOA92900
             CARRIER: P&O CARRIERS
             VESSEL: FEEDER

3. COOPERATING AGENCY (CA) ORDERS TO COUNTRY NAME

IN ORDER TO ASSURE THAT USAID SUPPLIED COMMODITIES THAT
HAVE BEEN ORDERED BY CAS COMPLEMENT MISSION GOALS AND
OBJECTIVES, CSL WISHES TO ADVISE YOU OF THE FOLLOWING
SHIPMENTS. ALL SHIPMENTS LISTED HAVE SHIPPED OR ARE
SCHEDULED TO SHIP ON OR BEFORE 04/30/2004

CA  NAME
   RECIPIENT
                                    SHIPMENT     SHIPMENT
PRODUCT                  SHIP DATE  QUANTITY           ID
---------------------------------------------------------
INTERNATIONAL PLANNED PARENTHOOD/LONDON
   FAMILY GUIDANCE ASSN.
   52MM NO LOGO CONDOM  09/30/04    276,000       12734/1
   NORPLANT             09/30/04    700           12735/1

4. ACTIONS

A. THE SHIPMENTS IN PARAGRAPH 1 HAVE BEEN SCHEDULED OR
   REQUESTED FOR DELIVERY BASED ON ORDERS RECEIVED FROM THE
   MISSION. IF YOU AGREE WITH ALL THE SCHEDULED SHIPMENT
   INFORMATION YOU NEED NOT TAKE ANY ACTION. IF YOU WOULD
   LIKE TO CHANGE ANY INFORMATION SHOWN, NOTIFY CSL AS SOON
   AS POSSIBLE. ALL COMMUNICATIONS ABOUT SHIPMENTS SHOULD
   INCLUDE THE SHIPMENT ID NUMBER.

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B. DOCUMENTATION FOR ALL SHIPMENTS IN PARAGRAPH 2 WAS FORWARDED TO THE MISSION WITH A RECEIVING REPORT/2-WAY MEMO. YOU SHOULD RETURN THE COMPLETED RECEIVING REPORT/2-WAY MEMO TO JSI/DELIVER. IF YOU NEED FURTHER DOCUMENTATION, CONTACT CSL. IF YOU HAVE NO RECEIVING REPORTS FOR ANY SHIPMENT RECEIVED, INDICATE THE DATE AND AMOUNT RECEIVED ON A COPY OF THIS CABLE AND RETURN IT TO JSI/DELIVER ATTENTION NEWVERN AT 1616 N FORT MYER DR 11TH FLOOR, ROSSLYN, VA 22209 OR FAX: 703-528-7480.

C. IF YOU NEED TO FILE A CLAIM ON ANY SHIPMENT RELATED TO TRANSPORTATION OR PRODUCT QUALITY, PLEASE FORWARD DETAILS TO CSL WITHIN 30 DAYS OF RECEIPT OF SHIPMENT.

D. THE SHIPMENTS IN PARAGRAPH 3 HAVE BEEN SCHEDULED OR REQUESTED FOR DELIVERY BASED ON ORDERS RECEIVED FROM COOPERATING AGENCIES. IF YOU BELIEVE THAT ANY OF THESE SHIPMENTS DO NOT COMPLEMENT MISSION GOALS, PLEASE NOTIFY CSL AS SOON AS POSSIBLE. ALL COMMUNICATIONS ABOUT SHIPMENTS SHOULD INCLUDE THE SHIPMENT ID NUMBER.

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Acknowledging Receipt of Shipments

For the final step in the ordering process, USAID/W sends a Receiving Report to Missions requesting confirmation of receipt of shipments (see figure 4).

A Receiving Report is faxed to the Mission. If fax does not transmit, the receiving report is sent by pouch and a copy of the export invoice (or commercial invoice), packing list, and bill of lading is attached. The Receiving Report requests that the Mission that placed the order verify the arrival of the shipment and return a copy of the memo by email, fax, or mail to John Snow, Inc., at the following address:

Attn: NEWVERN
JSI/DELIVER
1616 North Fort Myer Drive, 11th Floor
Arlington, VA 22209
USA

FAX: 703-528-7480
Email: newvern@jsi.com

For CSL to track shipments and estimate lead times, you must return the completed Receiving Report information. After a shipment sails, a Receiving Report is faxed and mailed. Follow-up requests for receipt information are cabled to the Mission every month for 12 months. After one year, if there is no response to the Receiving Report and follow-up requests and the shipment status is not obtained (the shipment either arrived or was lost), the shipment is marked as received-in-full on the estimated receipt date, and the Mission can no longer make a claim for undelivered product.

Figure 4. *Sample USAID Receiving Report*

ACTION REQUIRED

Date: 11/04/2003

USAID RECEIVING REPORT

This report completes the audit trail for receipt of this shipment in country
Please complete and return.

Subject: CSL Contraceptive Commodity Shipment **NEWVERN ID 14688/1**

To:
Laura Slobey, Health/Pop. Officer
USAID/Accra
Department of State
Washington, D.C. 20521-2020

From: ______________________
Bonita Blackburn
Team Leader

Fax:
23321231937

Consignee:

Ghana Social Marketing Foundation
P.O. Box 9789
K.I.A. Accra, GHANA
Attn: Managing Director

P.O. Number
SWHS-5822

Commodity	Quantity	Cartons	Volume (cu ft)	Weight (lbs)
Duofem	1,851,600	1,543	2,052	28,160

Carrier/Vessel	Port/Date of Departure	Port/Date of Arrival
Lykes Lines TBA	Dakar, Senegal 04/27/2002	Tema, Ghana 05/04/2002

Bill of Lading #: BWIRL000880

Shipment consists of 1 container(s).

Consolidated with shipment(s): 13190/1, 14684/1, 14689/3, 14692/2, 14692/6.

RETURN TO:
JSI/DELIVER
Attn: NEWVERN
1616 North Fort Myer Drive
11th Floor
Arlington, VA 22209
USA
Phone: 703-528-7474

OR FAX:
703-528-7480

OR EMAIL:
newvern@jsi.com

Date received by consignee: ______________________

Quantity received: ______________________

Respondent's signature: ______________________

Title: ______________________

Date of reply: ______________________

Comments: ______________________

Mission personnel must establish claims for shipping damages or other loss in accordance with USAID Automated Directives System (ADS) E324.5.4, which is available on the USAID web page or through CSL or JSI/NEWVERN.

II. CPT Guidance

Overview

You are required to prepare CPTs for every reproductive health program the Mission supports with contraceptive commodity donations.

- To document and validate the need, prepare one table with annexes for each product the recipient program requests from USAID.
- After you complete the CPTs, submit them to CSL to support the email order.
- CPTs are maintained in the contraceptive commodities database for central procurement support (NEWVERN).

The following section divides the CPT preparation process into 12 steps, and provides instructions and guidance on how to complete each step.

Summary of Steps in Preparing CPTs

To prepare a CPT, you must follow 12 steps—from data collection, to documentation of figures used in the CPTs, to proposing a supply schedule.

1. Determine which program(s) and contraceptive products will require CPTs.

For each CPT—

2. Determine or estimate the quantity of stock on hand.

3. Estimate past, present, and future use or distribution to users.

4. Determine or estimate past and future losses, transfers out, and adjustments.

5. Identify the contraceptives received to date or scheduled to arrive (including transfers from other programs).*

6. Set desired end of year stock level.

7. Complete the CPT form with program data. Do the calculations.

8. Complete CPT annex, page 1.

9. Determine quantities needed in CY2005 and CY2006.

10. Propose new supply for CY2005 and CY2006.

11. Estimate quantity needed for CY2007.

12. Complete CPT annex, page 2.

- To complete the first six steps, collect data from the program's logistics management information system (LMIS) and forecast future activity. The steps are the same with or without a computer.

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* If you are preparing CPTs for USAID-supplied contraceptives, please contact the DELIVER project or USAID/GH/PRH/CSL in Washington, D.C., or go to deliver.jsi.com/newvern for a report of past, present, and future shipments to your country.

- To complete steps 7 and 8, record and calculate the information on paper in the CPT format, and document the sources and/or assumptions used to arrive at the data. If you use PipeLine software, the computer does the calculations. If you use your own spreadsheet, use the formulas in this guide for the calculations.
- To complete steps 9 through 12, prepare the procurement plan for ordering contraceptives, which provides important data to help CSL determine procurement contracts and budgets at the global level. This completes the CPT preparation task.

Each step is important to the procurement process. To ensure timely receipt of shipments, follow each step carefully, then submit the completed CPTs to CSL with the contraceptive order.

Collecting the Data

Step 1. Determine which program(s) and contraceptive products will require CPTs.

1. First, decide on the program(s) that require CPTs (for example, the Ministry of Health, the local Family Planning Association, etc.).

2. Next, for each program, determine the products that require CPTs. One CPT is needed for each contraceptive product or brand that will be part of the program's procurement plan.

   - In most cases, for logistics purposes, every different size, brand, or packaging of a method is a separate contraceptive product.
   - If the program receives equivalent, but not identical, contraceptive products from suppliers (for example, 52 mm non-colored, no logo condoms from USAID and 52 mm generic condoms from United Nations Population Fund, [UNFPA]), you can complete one CPT for all the equivalent products. In some cases, a program may receive many contraceptives that are used interchangeably (for example, different kinds of condoms). If the contraceptives are prescribed and used interchangeably, prepare one combined CPT for all. You can increase logistics efficiency by managing equivalent products as one product.
   - If there is a good reason to forecast and track similar products separately at the program level, then show each contraceptive product on a *separate* CPT. Two good reasons would be—
     - The two products are used differently (for example, one is used for a community-based distribution program while the other is distributed through fixed facilities), and the change in estimated use during the next few years will be different for both.

       —OR—

     - The program's clients see them as separate products, therefore, the demand for the two products is different.

Should you prepare separate CPTs for AIDS condoms? If an AIDS program uses a separate logistics system, the program manager could prepare a separate CPT (or CPTs, if more than one condom product is used) for the AIDS program. In an integrated program where demand is stable for AIDS prevention and family planning condoms, prepare a single CPT for each product, including both family planning and AIDS requirements. You do not need to differentiate between sexually transmitted infection (STI) prevention use and family planning use.

Step 2. Determine or estimate the quantity of stock on hand.

Stock on hand data should include stock from all levels of the delivery system. The most reliable source of data is an annual physical inventory conducted at all levels of the system. Another good source is an LMIS that collects inventory data from the facilities at all levels, as part of periodic reporting. If you cannot obtain data from lower levels of the delivery system, use stock on hand data from the lowest level for which reliable data is available. It is not desirable to use stock on hand at the central level only. If only central-level stock data is available, it is important to regularly monitor supplies at lower facilities to minimize shortages and surpluses.

To calculate Beginning of Year Stock during the year, use the following example:

Physical inventory on June 1 shows a count of 350,000	**+350,000**
30,000 issued monthly, January through May (30,000 × 5)	**+150,000**
Two deliveries of 50,000 each received since January 1 (2 × 50,000= 100,000)	**-100,000**
Beginning of year stock (BOYS) on January 1	**=400,000**

If CPTs were prepared within the past two years, verify the basis for the Beginning of Year Stock 2003 in the most recent CPT. Confirm that it is accurate or correct it with better data, if available.

If an earlier estimate of Beginning of Year Stock 2003 is not available, estimate the current figure by using all stock level data available (for example, physical inventories, stock cards, LMIS reports). Subtract any receipts since 01/01/2003 from the current estimate of stock on hand, and add estimated dispensed quantities since 01/01/2003. Crosscheck this estimate with warehouse records and program staff (see figure above).

Step 3. Estimate past, present, and future use or distribution to users.

For the two historical years of the CPT, CY2003 and CY2004, use the most reliable data available from the lowest level possible in the distribution system to determine use, sales, and/or distribution.

- Ideally, use data on the quantities of contraceptives that were actually dispensed to clients not the quantities of contraceptives that were issued from central or regional warehouses to lower-level warehouses or from lower-level warehouses to clinics.
- If timely, accurate dispensed-to-user data are not available or cannot be obtained, use issues data from the lowest level considered reliable.
- When using issues data to estimate dispensed-to-user quantities, do not double-count issues that represent the same product. For example, condoms issued from the central warehouse to a regional warehouse and from the regional warehouse to a clinic are the same. Count the condoms once, not twice.

Base your future year use, sales, or distribution estimates on historical trends in contraceptive distribution (for example, how much has been dispensed to clients during the past few years) and on projections for program expansion or change. When you estimate future year consumption, consider the impact if you plan to increase the number of reproductive health clinics or trained service providers, change the method mix, or modify the reproductive health service delivery strategy.

If the logistics data are not reliable, check your logistics-based forecast by preparing forecasts using demographic and prevalence data or service statistics.

- To forecast based on demographic and prevalence data, you need a recent national prevalence survey for your country that indicates how much prevalence is attributed to the programs for which you are preparing CPTs.

- To prepare a forecast based on service statistics, the programs for which you are preparing CPTs should report client visits (not users) and have norms for the quantities of contraceptives dispensed at each visit.

After you prepare forecasts using the various available data, compare the forecasts based on the strengths and weaknesses of each data source before you finalize your estimate.

Step 4. Determine or estimate past and future losses, transfers out, and adjustments.

> **Note:** Promptly remove from the distribution system and destroy any contraceptives that have expired or are unusable because of damage. Follow local laws and any applicable donor guidelines on contraceptive disposal.

The best information sources on past and present losses or transfers are the total or sample physical inventories, stock cards, or logistics information system records that provide data by manufacture/expiry date. These records should provide data on contraceptives that did or will expire and contraceptives that are transferred to or from other programs.

- If large quantities of stock are due to expire, try to move excess stock to other programs where they can be used before expiry.

- If you transfer stocks, focus on other in-country programs that will forecast supply shortages in future years. When considerable shelf life remains on an overstocked product, and the quality of the product has not been compromised, it may be possible to transfer it to another country in time for use.

- Remember, the donor of the commodities must approve any transfer of products from one country to another before the transfers are initiated. When you consider an international transfer of contraceptives supplied by USAID, please include CSL during the planning stage.

- If you have any data on amounts of contraceptives usually damaged or lost in transit or storage at the peripheral levels of the logistics system, include these amounts as probable future losses in the CPT.

A program conducts an annual physical inventory in January.

In January 2003, the inventory count showed 1,500,000 condoms.	**+1,500,000**
During 2003, shipments totaling 1,400,000 condoms were received.	**+1,400,000**
During 2003, 1,000,000 condoms were distributed to users.	**–1,000,000**
2003 end of year stock should be—	**1,900,000**
In January 2004, the inventory count showed 1,800,000 condoms.	**–1,800,000**
Amount of adjustment.	**=100,000**

The actual inventory is 100,000 less than expected. An adjustment of –100,000 is made in 2003 to calculate the reported 2004 beginning of year stock (1,900,000–100,000=1,800,000.)

- Note transfers of contraceptives out of the program and the reasons for those transfers separately from losses or expiry. Transfers are usually beneficial; they help maintain adequate stock levels throughout the country by moving contraceptives to programs that need them most.

- Occasionally, you may need to record an adjustment in a CPT. An adjustment is a subtraction from or an addition to inventory. While the adjustment balances the beginning of year stock for the following year, it represents an error in consumption or stock level data or unknown/unreported losses and requires some analysis and explanation.

- Notify the program manager, and document all adjustments in the CPT annex.

Step 5. Identify the contraceptives received to date or scheduled to arrive (including transfers from other programs).

Identify all shipments received or scheduled to be received from all sources including local suppliers, international donors, and nongovernmental organizations (NGO) from 2003 through 2007. Include any transfers received or scheduled to be received from other programs.

If the reproductive health program has a firm commitment from a local supplier or international donor to receive a certain quantity in a future year, even though a specific shipping schedule does not exist, count that quantity as well. However, do not count any quantity from any supplier unless there is a firm commitment.

If the reproductive health program does not have records of past and future shipments, local donor or NGO representatives may be able to provide records for the contraceptives they supply.

Step 6. Set desired end of year stock level.

Set the desired end of year stock level high enough to ensure continuous availability of contraceptives at all program levels, but not so high that they routinely expire and add costs for managing and maintaining excess supplies.

- When you set the program's desired end of year stock level, determine the minimum and maximum desired stock levels at each level of the pipeline within the country. The desired end of year stock level should be between the sums of the minimum and maximum levels. Storage capacity, normal lead time for ordering and receiving the contraceptives, potential delays in delivery, and other issues may need to be considered when setting minimum and maximum stock levels at the service delivery and storage facilities.

- To determine the desired end of year stock level:
    - ♦ Add the maximum number of months of supply to be maintained at each level of the delivery system and the minimum months of supply to be maintained at each level of the delivery system.
    - ♦ Divide this by two to get the average stock level in months.

	Months	
	Max	Min
Central warehouse	**7**	**3**
District level	**2**	**1**
Service delivery Level	**3**	**2**
Total	**12**	**6**
Average stock	**(12 + 6)/2 = 9**	
Desired end of year stock	**≥9 and ≤12**	

- Choose a desired end of year stock level that is equal to or greater than the average stock level in months but not greater than the total maximum months of stock.

The desired end of year stock level should generally not exceed twelve months because of potential problems with contraceptive expiry. A program should never run short of contraceptives. Neither should it have to manage excess stocks that would waste resources and risk expiry. A long pipeline, indicated by a desired end of year stock longer than twelve months, increases the risk that contraceptives will expire before they can be distributed.

Completing the 2005 Contraceptive Procurement Table (CPT)

Use the CPT forms to record the basic data needed for CPT calculations, and to determine the quantities required and the supply shortfall. When you complete the CPT, remember to complete the annex. The following pages provide detailed instructions on how to complete a CPT form by hand. *Please refer to the form when you review these instructions.*

Step 7. Complete the CPT form with program data. Do the calculations.

Complete the *Country*, *Program*, *Contraceptive*, *Prepared by*, and *Prepared date* lines on each CPT.

All quantities should be expressed in units. Complete as follows:

Item 1 Beginning of Year Stock (BOYS)

The *Beginning of Year Stock* in CY2003 and CY2004 should equal the actual amount in inventory at *all* program levels, or, if actual data are not available, the program manager's best estimate.

The *Beginning of Year Stock* figures for the three future years of the CPT are estimates. They are based on the following calculations:

Beginning of Year Stock 2005 =

Item 4, End of Year Stock 2004

Beginning of Year Stock, 2006 =

Item 4, End of Year Stock 2005 + Item 7, Quantity Proposed 2005

Beginning of Year Stock 2007 =

Item 4, End of Year Stock 2006 + Item 7, Quantity Proposed 2006

2005 Contraceptive Procurement Table					
Country:			Prepared by:		
Program:			Prepared date:		
Contraceptive:					
	(Enter Actual Quantity)				
	2003	2004	2005	2006	2007
1. Beginning of Year Stock (BOYS)					
PLUS					
2. Received/Expected					
(a) Received					
(b) Expected					
(c) Transfers/Adjustments In					
MINUS					
3. Estimated Dispensed					
(a) Dispensed to Users					
(b) Losses/Transfers Out					
(c) Adjustments Out					
EQUALS					
4. End of Year Stock (EOYS)					
MINUS					
5. Desired EOYS ___ **Months**					
EQUALS					
6. Surplus (+) OR Quantity Needed (-)					
PLUS					
7. Quantity Proposed					
EQUALS					
8. Surplus (+) OR Shortfall (-)					

(Do not complete shaded cells)

Item 2 Received/Expected

Item 2a For CY2003, CY2004, and CY2005, record the quantity of the contraceptive actually received from all suppliers.

- If a shipment has arrived in-country but has not been cleared from port, do not include it in item 2a; instead, include the shipment in item 2b.
- For each shipment in item 2a, include the following in the annex: *supplier*, *quantity*, *receipt date*, and *shipment ID number*.

Item 2b Complete this item for CY2004 through CY2007 to include shipments from all suppliers that are ordered, confirmed, and expected to arrive but have not been received by the program when the CPT is completed. For each shipment in item 2b, include the following in the annex: *supplier*, *quantity*, *expected receipt date*, and *shipment ID number*.

Item 2c Record any stock that was transferred in from a different program and any adjustment quantity required if the end of year stock is lower than the beginning of year stock for the following year.

Item 3 Estimated Dispensed

Item 3a Enter actual figures for contraceptive use/sales/distribution to clients for CY2003 and CY2004, with estimated/forecast figures for CY2005 through CY2007.

Item 3b Record any stock that has been or will be removed from the program's inventory for any reason other than distribution to clients (for example, stock that was damaged in a flood).

- Item 3b should include any stock that expired or will not be usable, including any stock expected to expire before it can be used.

Item 3c If the calculated end of year stock is higher than the beginning of year stock for the following year, record an adjustment to balance the beginning of year stock for the following year.

Item 4 End of Year Stock (EOYS)
This item is a calculation.

Item 1 + Item 2 (a, b, and c) - Item 3 (a, b, and c) = Item 4

Item 5 Desired EOYS:

Fill in the months field with the desired end of year stock (EOYS) in months, which is determined in step 6.

The Desired EOYS for CY2005 and CY2006 is equal to the Desired EOYS in months multiplied by the average monthly consumption for the following year, plus losses or transfers anticipated for the following year.

To calculate Desired End of Year Stock, use the following example:

Desired EOYS in months:	**9**			
Item 3a Dispensed to Users	2006:	**12,000**	2007:	**13,200**
Item 3b Losses/Transfers Out	2006:	**200**	2007:	**50**

Calculate DEOYS for 2005:

9 x (CY2006 Item 3a/12) + CY2006 Item 3b

9 x 12,000/12 + 200 = 9 x 1000 + 200 = **9,200**

Calculate DEOYS for 2006:

9 x (CY2007 Item 3a/12)+ CY2007 Item 3b

9 x 13,200/12 + 50 = 9 x 1100 +50 = **9,950**

Calculate DEOYS for 2007:

Repeat value for 2006 in 2007= **9,950**

For CY2005 Desired EOYS:

Desired EOYS in months × *(CY2006 Item 3a /12)* + CY2006 Item3b

For CY2006 Desired EOYS:

Desired EOYS in months × *(CY2007 Item 3a /12)* + CY2007 Item 3b

The Desired EOYS for CY2007 is equal to the Desired EOYS 2006.

For CY2007 Desired EOYS:

Desired EOYS in months × *(CY2007 Item 3a /12)*

Item 6 Surplus (+) or Quantity Needed (-)

- For CY2005, CY2006, and CY2007, subtract the *Desired End of Year Stock* in item 5 from the *End of Year Stock* in item 4. Enter the result in item 6.
- If the *End of Year Stock* in item 4 is less than the *Desired End of Year Stock* in item 5, then item 6 is negative and represents a *Quantity Needed*.
- The program or a donor is required to provide additional stock to ensure that Estimated Dispensed (item 3) and *Desired End of Year Stock* (item 5) levels can be met. Note the quantity as *Quantity Proposed* in item 7.
- If the *End of Year Stock* in item 4 is greater than the *Desired End of Year Stock* in item 5, then item 6 represents a surplus. In this case, new supplies should not be planned for the specified year. If the overstock is significant, you may want to negotiate with the supplier to cancel, delay, or reduce an order that has not shipped.

Item 7 Quantity Proposed

- Item 7 should show the total quantity of new supplies that you will propose to suppliers.
- If enough shipments are proposed (item 7) to meet the *Quantity Needed* (item 6), there is no supply shortfall. Leave item 8 blank.

Item 8 Surplus (+) or Shortfall (-)

The supply shortfall is the amount below the desired end of year stock after all possible supplies are proposed.

Add item 6 and item 7, and enter the result in item 8. If the quantity needed is greater than the quantity proposed, then item 8 is a negative number—

Item 8 = Item 6 + Item 7

If the supply shortfall identified in item 8 threatens contraceptive security, notify donors, program managers and CSL.

Step 8. Complete CPT annex, page 1.

The CPT annex, page 1, provides details and explanations of the figures shown on the CPT. Each CPT submitted must include this information. The CPT annex form offers limited space for recording this information. If more space is needed, include a memo with the CPT.

Complete the *Country*, *Program*, *Contraceptive*, *Prepared by*, and *Prepared date* lines on each CPT.

Documentation of CPT Figures

Item 1 Beginning of Year Stock

- List the facilities visited.
- Clearly explain what inventory data, from which levels, are included in the totals; how current and accurate the data appear to be; and what methodology was used (if any) to adjust for missing data.

Item 2 Received/Expected

- List all contraceptives received or expected (items 2a and 2b). State the *supplier*, *quantity*, *receipt date* (or estimated/scheduled receipt date), and any identifying information about the shipment (for example, NEWVERN ID, purchase order number). For transfers into the program, note the origin of the transfer in the supplier column.

Item 3 Estimated Dispensed

- Clearly state the assumptions and methodology used in calculating the figures, as well as data sources used (for example, service statistics, logistics data, prevalence data).

  Loss/Disposal: If any loss or disposal is noted in the CPT, specify the source of these data.

  Transfers/Adjustments: If transfers or adjustments are noted in the CPT, specify the destination of transfers out of the program or the reason for the adjustment.

CPT Annex, Page 1: Documentation of CPT Figures

Country: ____________________ Prepared by: ____________________

Program: ____________________ Prepared date: ____________________

Contraceptive: ____________________

1. Beginning of Year Stock:
   Where figures are estimated, explain basis for calculation. Show source of information.

2. Received/Expected:
   List shipments received and any expected future shipments as shown in lines 2a and 2b. Also include any transfers in or positive adjustments as shown in 2c. If USAID shipments, include NEWVERN shipment ID number. Do not include ordered shipments that you propose to change.

Supplier	Quantity	Receipt Date	Shipment ID

3. Estimated Dispensed:
   Specify basis for consumption estimates and forecasts. Explain any substantial variations in year-to-year consumption figures. Provide source of information for any loss, disposal, transfer out, or adjustment: items 3b and 3c.

Requirements Estimation

Step 9. Determine quantities needed in CY2005 and CY2006.

If there is a *Quantity Needed* in CY2005, CY2006, and/or CY2007 (line 6 of the CPT), propose and order additional contraceptives to maintain an adequately stocked pipeline. If there is no *Quantity Needed* in CY2005 and CY2006, skip step 10.

Step 10. Propose new supply for CY2005 and CY2006.

A proposed shipping schedule includes any shipment that host country suppliers and donors are to be asked for and expected to deliver to the program in CY2005 and CY2006. Proposed shipments represent commitments *above and beyond* the shipments included in item 2 (Received/ Expected).

- Determining an appropriate shipping schedule for the *Quantity Proposed* (6) depends on general considerations:
  - Total length of the contraceptive pipeline.
  - Seasonal variations.
  - Storage capacity at all levels.
  - Time required for clearance procedures.
  - Any supplier-specific or port-specific constraints on shipment size or frequency.
- In general, a program manager must balance the time and money required to clear shipments with the cost of maintaining stock in the warehouse.
- The proposed shipping schedule suggests the ideal times and quantities for products to arrive.
- If you cannot identify enough proposed new supply to meet the *Quantity Needed*, at best, the program risks having a smaller security buffer in its contraceptive pipeline than is desirable; at worst, the program risks stocking out. Inform senior program managers and appropriate donor representatives about all possible shortfalls as soon as possible.

Step 11. Estimate quantity needed for CY2007.

USAID procedures do not require you to order shipments for CY2007, but you must determine the quantity each donor or supplier is expected to supply to meet the *Quantity Proposed* for CY2007.

In your planning with donors or suppliers, consider the following:

- If you know a supplier is limited in the amount of a product they can supply in CY2007, determine the amount (for example, UNFPA, 50,000).
- If the program is in a “phase over” plan, and the responsibility for meeting the required quantity will gradually shift from one donor or supplier to another, determine the quantity each will provide.

Step 12. Complete CPT annex, page 2.

Complete the *Country*, *Program*, *Contraceptive*, *Prepared by*, and *Prepared date* lines on each CPT.

Fill in the tables.

Item 1 Cancel the following previously ordered shipments.

If shipments should be canceled (see step 5), record those shipments in the table. Transfer this information to the order email.

> **Note:** A change in consumption data may show stock at the end of the year above the desired stock level. To avoid overstocking, you may be able to delay or cancel a scheduled shipment. It is important to include in the order e-mail any existing shipments that need to be delayed or canceled.

Item 2 Change the following previously ordered shipments.

If shipment quantity or ship dates should be changed (see step 5), record those shipments in the table. Transfer this information to the order email.

Item 3 Order the following proposed shipments.

If additional shipments are required to meet any quantity needed in CY2005 and CY2006 (see step 10), record those shipments in the table. Transfer this information to the order email.

Item 4 Enter expected amounts to be supplied in CY2007.

Enter projected quantities by supplier (see step 11).

CPT Annex, Page 2: Proposed Supply

USAID shipments on this page need to be included in the order e-mail to CSL

Country: ______________________ Prepared by: ______________________

Program: ______________________ Prepared date: ______________________

Contraceptive: ______________________

1. Cancel the following previously ordered shipments:

Supplier	Quantity	Scheduled Receipt Date	Shipment ID

2. Change the following previously ordered shipments:

Supplier	Previous Quantity	Proposed Quantity	Previous Receipt Date	Proposed Receipt Date	Shipment ID

3. Order the following proposed shipments for CY2005 and CY2006:

Supplier	Quantity	Receipt Date

4. Enter expected amounts to be supplied in CY2007:

Supplier	Quantity